# **SLGSafe User's Guide**

#### **Entering a Time Subscription into SLGSafe**

Welcome to SLGSafe, the online application to help you manage your SLGS portfolio. In this training session, we will examine entering a subscription or buy into SLGSafe. We will discuss what information to include and how to navigate through the screens.

A subscription for a Time Deposit can be made with the SLGSafe system. The minimal amount of information required on the Time Deposit subscription conveys the subscriber's intent to purchase securities. In order to initially subscribe, you must include the following information:

- Subscription Issue Amount
- Issue Date
- Taxpayer Identification Number (TIN)
- Underlying Bond Issue information
- Owner Name
- Trustee ABA number and zip code (include this information if you are not the Trustee bank and the Trustee bank will complete the subscription.)

Document Retention Requirement – Issuers must retain all information necessary to prove compliance with the regulations governing State and Local Government Series securities (31 CFR Part 344) for a minimum of three years following maturity or redemption of a SLGS security.

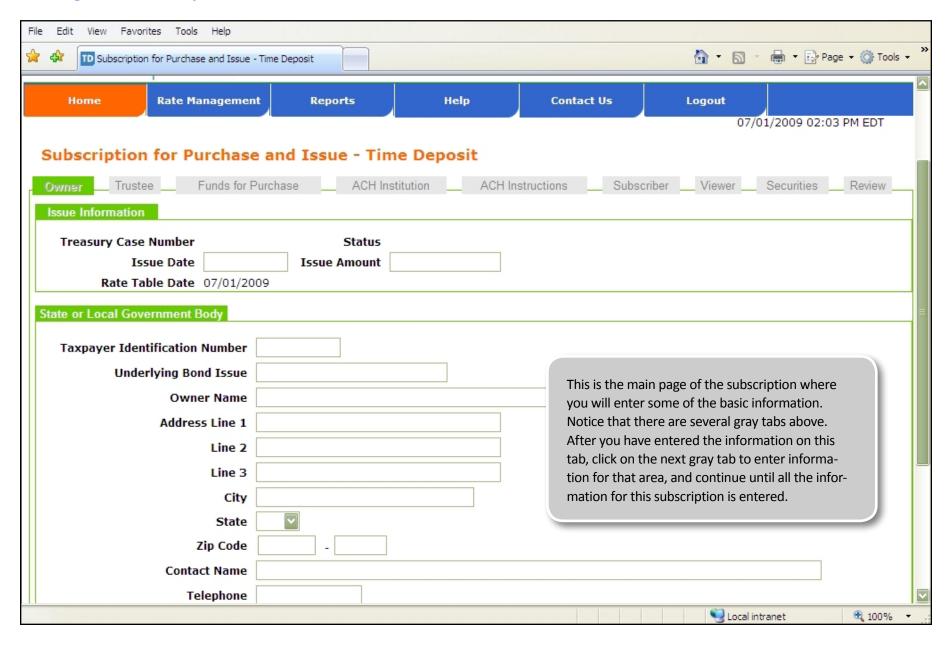
Please note: The hours of operation for SLGSafe are 8:00 am to 10:00 pm ET, Monday through Friday , except Federal holidays. However, you may only add new subscriptions after 10:00 am when the SLGS Daily Rate Table is available.

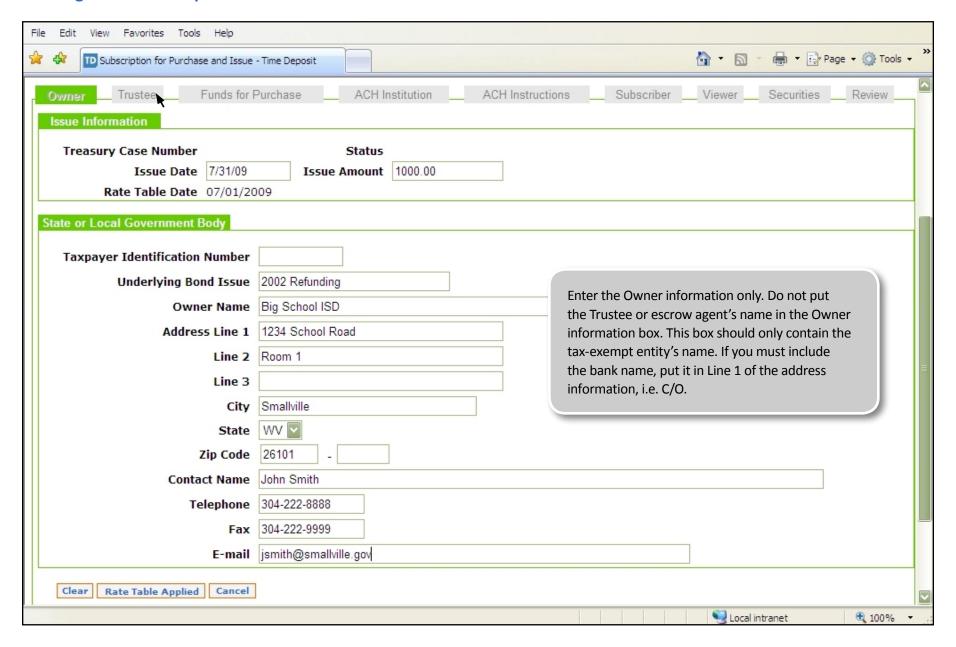
A "marketable security" is any security other than a State or Local Government Series (SLGS) security. Examples of marketable securities include Treasury securities (other than SLGS securities), guaranteed investment contracts, and Federal agency securities.

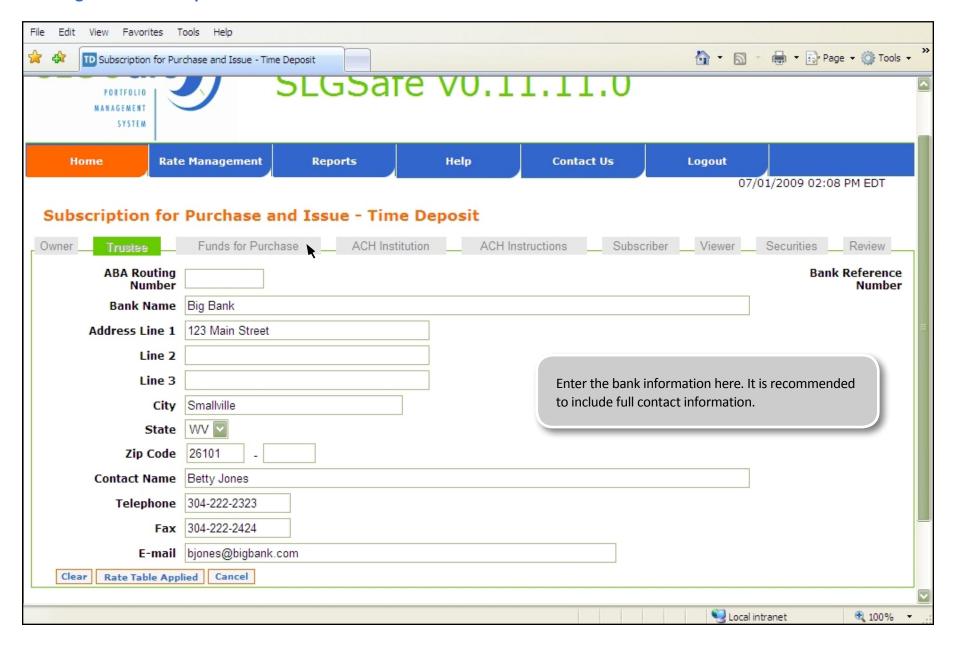
In order to gain access to SLGSafe, you must first have completed the SLGSafe application forms (available on our website, <a href="www.slgs.gov">www.slgs.gov</a>) and received your SLGSafe Logon ID from the Bureau of the Public Debt's IT Service Desk. At the login screen, enter your Logon ID and password.



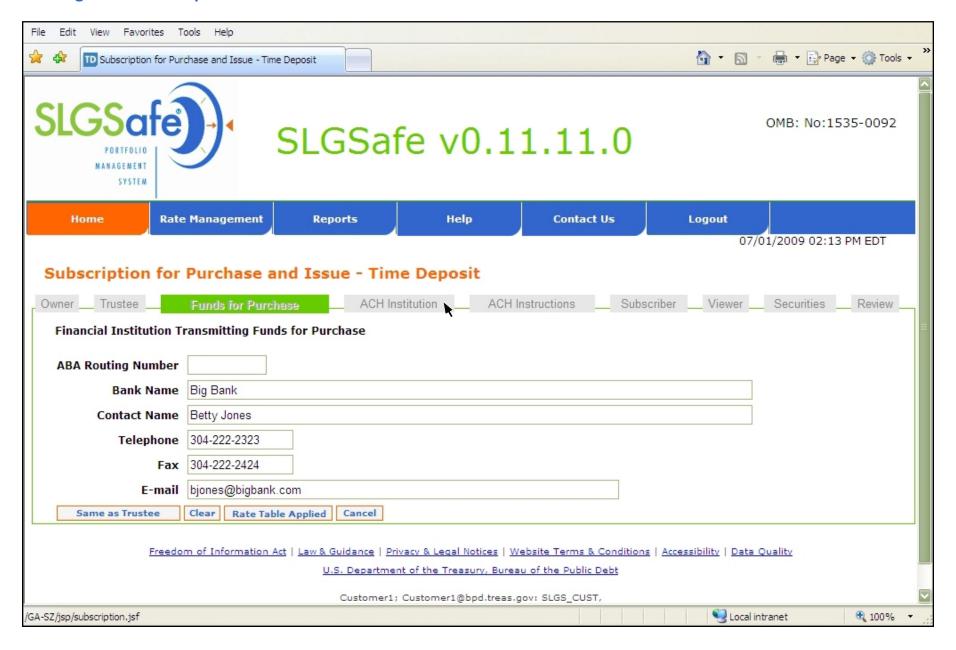






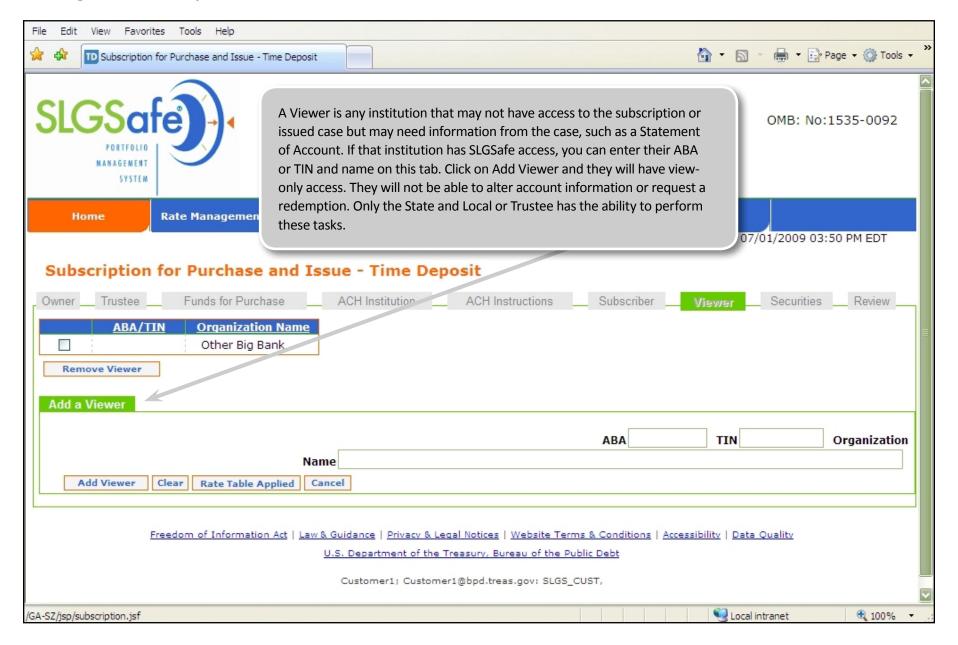








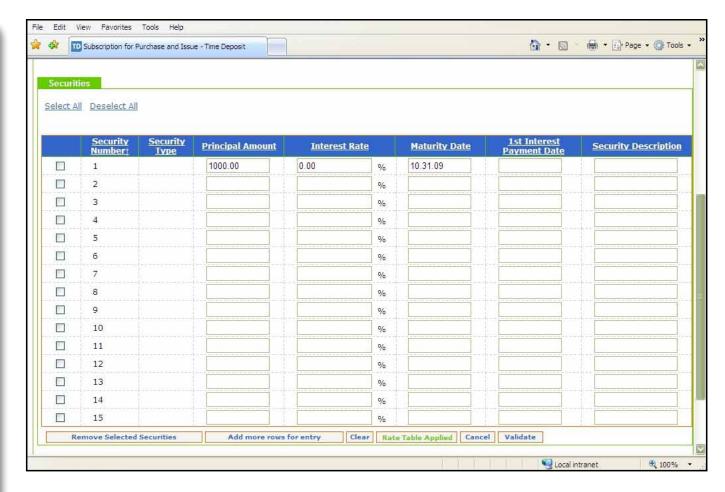






Here is where you enter the specific security information. Notice the buttons below the table. You can remove a security from the list, add more to the list, look at the rate table applied, clear the list, cancel the list, and validate the information. Place arrow on Validate button. Validate will test the information you have entered against the regulations to make sure the information is correct according to the regulations. For instance, if you enter an interest rate higher than the highest rate allowed, you will see an error telling you to enter a lower rate.

Place the arrow on the line of text above the table that asks about the interest rate. Leaving this screen will also run the edits. The system will prompt you to check the interest rates again if any rate you entered is less than the highest allowable rate. To continue, verify the rates you entered and choose Yes.



If you are uploading an XML file from a vendor's software, either type in the location of the file or click Browse, which will allow you to browse your computer for the file. Once you select the file, hit the UPLOAD button. The securities will automatically fill in the Schedule of Securities table. Check with your vendor to see if this feature is available with their municipal securities software. Public Debt can provide the file specifications to the vendor upon request. If you receive the error message, "XML file is invalid," check to make sure the date format of each security is Year-Month-Day. For example, 2005-05-30. To answer any questions about uploading this file, visit the SLGSafe Ready to Logon page at <a href="http://www.slgs.gov/govt/apps/slgs/slgsafe/slgsafe\_logon.htm">http://www.slgs.gov/govt/apps/slgs/slgsafe/slgsafe\_logon.htm</a> or call (304) 480-5299.

